

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
MINUTES OF ACTION MEETING  
January 21, 2016**

Dr. Mark Schmitz called to order the Regular Session at 6:00 pm at Timber Creek High School.

Mrs. Jean Grubb read the Open Public Meetings Preamble.

The New Jersey Open Public Meetings Law was enacted to insure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Black Horse Pike Regional Board of Education has cause notice of this meeting to be published by having the date, time, and place thereof posted by the Board Secretary in the following manner:

- Posting of the official school bulletin boards located on the schoolhouse door at Triton, Highland, and Timber Creek Regional High Schools on 10/9/15.
- Posting on the front door of the Central Office facility on 10/9/15.
- Mailing written notice to the Courier Post and the South Jersey Times on 10/9/15.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 10/9/15.
- Upon being read at the opening of this public meeting, this notice will be incorporated into the minutes of this meeting.
- Everyone was invited to join in the flag salute.
- The Board agreed to have a moment of silence to honor our military.

PRESENT - Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mrs. Pat Wilson

ALSO PRESENT - Mrs. Jean Grubb, Dr. Brian Repici, Mr. Matthew Szuchy, Mrs. Julie Scully, Mrs. Melissa Sheppard, Ms. Beth Petite, Ms. Mae Robinson, Mr. John Wade

On the motion by Mrs. Jenn Storer, seconded by Mr. Bill Murray, the Executive Session was called to order at 6:03 pm.

Roll Call Vote

YES Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mr. Bill Murray, Mrs. Jenn Storer, Dr. Mark Schmitz

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mrs. Pat Wilson

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Black Horse Pike Regional School District (hereinafter “BHPRSD”, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

**WHEREAS**, the BHPRSD, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

**NOW, THEREFORE, BE IT RESOLVED** that the BHPRSD, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

Any matter in which the release of information would impair a right to receive funds from the federal government;

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social

service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

Any investigations of violations or possible violations of the law; including, but not limited to HIB cases.

Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public;

Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**WHEREAS**, the length of the Executive Session is undetermined; however, the BHPRSD, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at 7:00 pm and the BHPRSD, Board of Education will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the BHPRSD, Board of Education will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the BHPRSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPRSD, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the BHPRSD, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

**BE IT FURTHER RESOLVED** that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

On the motion of Mrs. Jenn Storer, seconded by Mr. Bill Murray, the Board of Education Adjourned from Executive Session at 7:10 pm

Roll Call Vote

Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mr. Bill Murray, Mrs. Jenn Storer, Dr. Mark Schmitz  
ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mrs. Pat Wilson

Dr. Schmitz asked for any emergency items. There were none.

Dr. Schmitz asked for public comment. There were none.

Mrs. Robinson presented awards to various Timber Creek students.

Students from each school reported on events and school news.

**A. INFORMATION ITEMS**

**1. Required Monthly Drills**

	Date	Time	Evac Time	Type of Drill
Triton	12-08-15	8:30 am	2 min 44 sec	Fire Drill
	12-23-15	11:25 am	5 min	Shelter In Place
Highland	12-04-15	9:27 am	7 min	Fire Drill
	12-10-15	1:24 pm	23 min	Lock Out
Timber Creek	12-04-15	1:13 pm	17 min	Lock Out
	12-10-15	11:21 am	3 min 42 sec	Fire Alarm
Twilight	12-09-15	5:30 pm	4 min	Shelter In Place
	12-17-15	7:10 pm	3 min	Fire Drill
<b>Bus Evacuations – N/A</b>				

**2. [Board Attendance](#)**

**3. [Committee Meeting Schedule/Reports](#)**

Curriculum/Special Ed/Student Affairs	Nothing to Report
Facilities/Security/Transportation	See Attached
Finance/Technology	Nothing to Report
Negotiations	Nothing to Report
Personnel	Nothing to Report
Policy/Planning	Nothing to Report
Public Relations/Media/Bd Relations	Nothing to Report
Shared Services	Nothing to Report

**B. MANDATED MONTHLY ACTION ITEMS**

Mrs. Grubb presented Item #8B: 1,2,3,4,5,6,7,8,9,10 for approval

On the motion of Dr. Joyce Ellis, seconded by Mrs. Jenn Storer, Item #8B: 1,2,3,4,5,6,7,8,9,10: approved.

Roll Call Vote

YES Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mr. Bill Murray, Mrs. Jenn Storer, Dr. Mark Schmitz

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mrs. Pat Wilson

**1. [Minutes](#)**

Move that the Board of Education act to approve the minutes of the following meetings as submitted by the Board Secretary/Business Administrator and that the Executive Session minutes be released to the public for all items that no longer need to be held confidential:

Minutes of December 10, 2015 Executive Session

Minutes of December 10, 2015 Workshop/Action

Minutes of November 19, 2015 Executive Session – Released to Public

**2. [Budget/Account Transfers](#)**

Move to approve the Budget Transfers as shown.

**3. [Bill List](#)**

Move that the bills submitted be paid and the officers' action in making payment therefore is hereby approved.

**4. [Cash/Wire Transfers](#)**

Move that the Board of Education approve the cash/wire transfers as shown.

**5. Board Secretary/Business Administrator’s Report**

Move that the Board of Education approve the report of the Board Secretary/Business Administrator.

**6. Treasurer of School Moneys Report**

Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2015. The Treasurer’s Report and Secretary’s report are in agreement for the month of December 2015. Move that the Board of Education approve the Treasurer of School Moneys reports.

**7. Budget Certification**

**BOARDS’ CERTIFICATION**

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**BOARD SECRETARY’S CERTIFICATION**

Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2015. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**CHANGE IN ANTICIPATED REVENUE**

Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

**8. Cafeteria Fund Analysis**

Move that the Board of Education approve the Cafeteria Fund Analysis.

**9. Student Activity Account Report**

Move that the Board of Education approve the Student Activities Account Reports.

**10. Use of Facilities**

Move that the Board of Education approve the Use of Facilities requests as submitted by the principals.

**C. Other Monthly Action Items**

Mrs. Grubb presented Item #8C: 1,2,3 for approval

On the motion of Mrs. Jenn Storer, seconded by Miss Jill Dawson, Item #8C: 1,2,3: approved.

Roll Call Vote

YES Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mr. Bill Murray, Mrs. Jenn Storer, Dr. Mark Schmitz

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mrs. Pat Wilson

**1. Disposal of Old Equipment**

Move that the Board of Education approve the disposal of the following:

Timber Creek – Old Air Compressor - Make: Ingersoll Rand, Model#32498636, Serial #0012080371

**2. Private School Free Lunch Program**

Be it resolved that the Black Horse Pike Regional School District Board of Education in accordance with NJAS 6A:23A-18.5, effective 7/1/07, does not require the\*\* New Jersey private schools: to charge students for reduced and/or paid meals provided as part of their educational

program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation for the 2015-2016 school year.

\*\* including but not limited to: LARC School; Hampton Academy, Pineland Learning Center; Yale School; Bancroft; Archway; Garfield Park Academy

**3. School Board Committees**

Move that the Board of Education approve the attached list of School Board Committees.

**A. Personnel**

Dr. Repici presented item(s) 9A:1,4,6,7,8,9,10 for approval.

On the motion of Mrs. Jenn Storer, seconded by Miss Jill Dawson, Item(s) 9A:1,4,6,7,8,9,10: approved.

Roll Call Vote

YES –Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mrs. Jenn Storer, Dr. Mark Schmitz

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Pat Wilson

**1. Co-curricular Appointments**

The Superintendent recommends the persons shown on SCHEDULE A be appointed to the listed co-curricular positions at the stipends shown for the 2015-2016 school year and are paid for time served in the positions. Approval is recommended.

**2. Resolution for Emergency Hiring Nothing to Report**

We are now required to submit each month to the County Education Office a list of persons we have hired that have not yet received final approval of their criminal history check. The Superintendent recommends approval of the resolution shown on SCHEDULE B that lists those persons and the positions to which they have been appointed.

**3. Appointment: Per Diem Substitute Staff Nothing to Report**

The persons listed on SCHEDULE C are recommended for employment as per diem substitute staff for the 2015-2016 school year, pending completion of all pre-employment requirements. Certificates held and compensation rates are also shown. Approval is recommended.

**4. Approval: Professional Development/School Business Requests**

The Superintendent recommends approval of the Professional Development/School Business requests shown on SCHEDULE D. Details of these requests and costs to the district are shown on the schedule.

**5. Approve Revised Support Staff Salaries 2015-2016**

The Superintendent recommends approval for the revised salaries for the support staff for the 2015-2016 school year. Salaries are shown on schedule J. **Tabled until 2/18/16 meeting due to board voting requirements**

**6. Approval Highland Chaperones Senior Trip**

The Superintendent recommends Board of Education approval for the following Highland 2016 Senior Class Trip Chaperones. The Senior Trip is scheduled for April 11 to April 15, 2016.

Christina Collazo, Thomas Storer, Tiffany Strauss, Kristina Nocito, Jeanine Oxenberg, Cathy Linane, Rachel Ferrara, Sarah Smith, John Senft, Andrew Thies, Frank Plefka, Colby Winfield.

Megan Blackman and Ygor Carvalho will serve as alternates.

**7. Rescind Student Teacher**

The Superintendent recommends the following **Rowan University** student teaching assignment to be rescinded.

**Student Teacher:** Emily Sanchez

**Dates:** March 14, 2016 through May 9, 2016  
**Supervised by:** Jeannette Fleming  
**School:** Triton Regional High School  
**Subject:** Art

**8. Appointment: Mentors 2015-2016 School Year**

The Superintendent requests Board of Education appointment of the Mentors for Beginning Teacher Induction Program 2015-2016. Details are shown on SCHEDULE L.

**9. Approval: In-Service Activities for PE Staff on February 12, 2016**

The Superintendent recommends approval of the In-Service Activities for Physical Education Staff on February 12, 2016. SCHEDULE M. Details of the cost to the district is shown on the schedule.

**10. Approval: Family Medical Leave & Family Leave**

The Superintendent recommends Board of Education approval for Medical Leave, Family Medical Leave and Family Leave for the following employees:

J.D., an English Teacher at Timber Creek, is requesting to take a medical leave of absence from April 4, 2016 anticipated through February 10, 2016. Using sick time from April 4 through May 13, 2016. May 16, 2016 through June 30, 2016 is unpaid. Anticipated return to work date is September 1, 2016.

N.B., an English Teacher at Highland, is requesting to take a medical leave of absence starting April 4, 2016. Using sick, personal time and the days given through Family Leave Act. Anticipated return to work date is September 1, 2016.

R.B.K., an English Teacher at Highland High School, is requesting to take a Family Medical Leave of Absence with an anticipated start date of April 4, 2016. She has designated the use of her remaining sick and personal days, and continuing unpaid for the remainder of the leave. Anticipated return to work is September 1, 2016.

**11. Approval Retirement**

M. Goulet, Cafeteria Worker at Triton High School, has submitted a letter to the Board of Education indicating she will retire July 1, 2016. Ms. Goulet has been an employee of the district fifteen and one-half years. The superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

A. Pasquarello, a Science Teacher at Triton High School, has submitted a letter to the Board of Education indicating she will retire July 1, 2016. Mrs. Pasquarello has been an employee of the district for twenty-five years. The superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

**12. Appointment: Support Staff**

The Superintendent recommends the appointment of the new hires for the school year 2015-2016. Details of the assignment and salary are shown on SCHEDULE N.

**B. ATHLETICS Nothing to Report**

**C. POLICY**

**1. Second Reading – Policies & Procedure/Regulation**

Policies: 4432 Sick Leave

Regulations:

**H. MISCELLANEOUS**

**1. Special Education – Out of District Placements 2015-16**

For the school year 2015-16, the Child Study Team has placed the classified students listed on **SCHEDULE E** in special education institutions believed to be best staffed and equipped to deal with the specific learning disabilities identified for these students. Acknowledgement of the Board of Education for these placements is requested.

**2. Harassment Intimidation & Bullying (HIB) Investigations Nothing to Report**

Be it resolved that the Black Horse Pike Regional School District Board of Education acknowledges that the HIB Investigations were presented within the Executive Session portion of the January 21, 2016 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

Be it resolved that the Black Horse Pike Regional School District Board of Education approves the results of the HIB Investigations that were presented and acknowledged within the Executive Session portion of the January 7, 2016 Board of Education Meeting by the Superintendent of Schools and the District Anti-Bullying Coordinator. Details are shown on SCHEDULE G.

**3. Approval: Triton Girl on Fire and Mustang Men's Club**

The Superintendent requests Board of Education approval the Girl on Fire and Mustang Men's Club for the 2015-2016 school at Triton High School. Details are shown on SCHEDULE H

**4. 2014-15 Anti-Bullying Bill of Rights HIB Grades Report**

To approve the *2014-15 Anti-Bullying Bill of Rights District and Grade Report for the 2014-15*, as per attached SCHEDULE I.

**5. Approval Highland Class of 2017 Senior Trip**

The Superintendent recommends Board of Education approval for the Highland High School Class of 2017 Senior Trip to be held April 3-7, 2017 in Walt Disney World, Florida. Accommodations will be at the All Star Resort, Orlando, Florida.

**6. Approval Overnight In-State Travel Waiver** The Superintendent recommends Board of Education approval for the overnight in-State travel waiver on behalf of the Association of Student Assistance Professionals of New Jersey (ASAP-NJ) for the 30<sup>th</sup> Annual Conference planned for February 25 and 26, 2016. Details are shown on the attached SCHEDULE K.

**7. Approval Overnight Field Trip**

Date of Event: March 28 through April 2, 2016 (Spring Break)  
Nature of Event: Baseball Tournament  
Location: Myrtle Beach, SC  
Transportation: Bus  
Students: 25 – Highland Students  
Chaperone(s): DJ Gore, Ray Recca, Craig Stinson  
Cost to District: There will be no cost to the district.

**SUPERINTENDENT**

Dr. Brian Repici, Superintendent  
Updated the Board on various facilities projects, summary attached

**SPECIAL EDUCATION/POLICY UPDATE**

Mr. David Cappuccio

**BUSINESS/TECHNOLOGY REPORT**

Mrs. Jean Grubb, Board Secretary/Business Administrator  
Nothing to Report

**CURRICULUM UPDATE**

Matthew Szuchy, Director of Curriculum & Instruction  
Mary Baratta presented a report explaining the PARCC release data.

**PERSONNEL UPDATE**

Julie Scully, Supervisor of Personnel Management  
Nothing to Report

Dr. Schmitz asked for public comment.

On the motion of Mrs. Jenn Storer, seconded by Miss Jill Dawson, the Board meeting adjourned at 7:55 pm.

Roll Call Vote:

YES –Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Mrs. Jenn Storer, Dr. Mark Schmitz

ABSENT – Mr. Kevin Bucceroni, Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Pat Wilson

Respectfully submitted,

Jean Grubb, Board Secretary  
JG/kc